



**BUILDING ADDITION/CONVERSION
PERMIT APPLICATION CHECKLIST**

Important Note: The following information allows us to determine if all zoning ordinance requirements applicable to your building addition are met. Please be aware that if left incomplete we will, unfortunately, be unable to complete our review of your application. We will be happy to assist you with this information if you have any questions or concerns.

PLEASE SUBMIT A PLOT PLAN OF THE PROPERTY WHICH ILLUSTRATES THE FOLLOWING:

_____ Lot with the dimensions of lot;

_____ Placement of house and all other existing structures (pools, sheds, decks, patios, porches, ramps) and their distance from all property lines (setbacks);

_____ Placement of the proposed addition and its distance from property lines, measured perpendicular to the property lines;

_____ All easements inside property boundaries;

_____ The flow of drainage (*use arrows to show where drainage flows*)

PLEASE COMPLETE THE FOLLOWING INFORMATION:

1. Are you the property owner? _____ If not, please include a letter of approval from the property owner for this proposal.
2. Square footage of lot: _____
3. Square footage of house 1st floor only: _____ (to include attached garage)
4. Total square footage of house: _____
5. Square footage of other **existing** structures on the property: (shed, pool, etc.)

6. Square footage of proposed addition: _____
7. Drainage – How will this addition affect drainage flow on the property?

8. Height of proposed addition (slab to ridge vent) _____
9. Material(s) of proposed addition: _____
10. Color(s) of proposed addition: _____
11. Material(s) of principal dwelling and existing structures: _____
12. Color(s) of principal dwelling and existing structures: _____
13. Are there recorded covenants and restrictions for your property? Yes _____ No _____
14. Do these covenants and restrictions prohibit the structure you are wishing to build/add?
Yes _____ No _____ If yes, please explain: _____